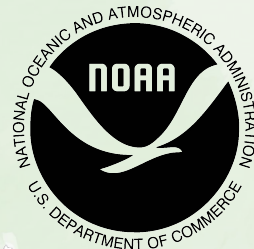


# Potential Legislative Host Informational Session

December 14, 2021

PHONE: 240-507-3712

EMAIL: [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)



# Sea Grant

34 University-based  
Programs

**MISSION:** To enhance the practical use and conservation of coastal, marine and Great Lakes resources to create a sustainable economy and environment.

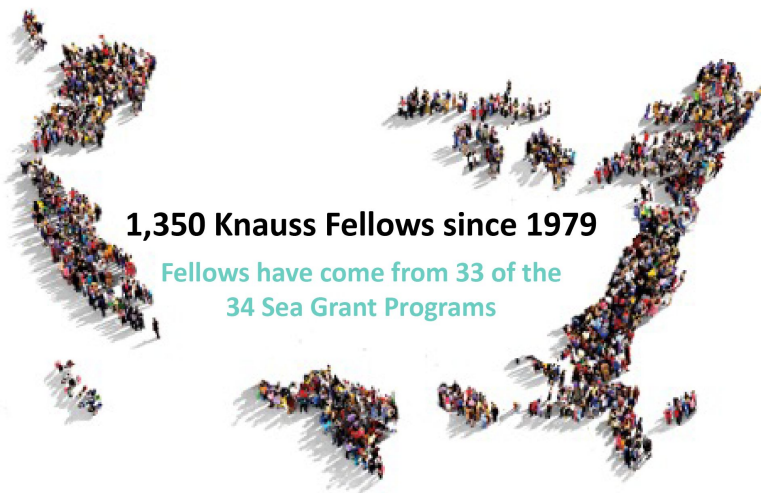
Sea Grant

<https://seagrant.noaa.gov/>



# Sea Grant Knauss Fellowship

The Sea Grant Knauss Fellowship provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.



The Sea Grant Knauss Fellowship offers direct experience working in the executive and legislative branches of the Federal Government allowing fellows to work on the latest issues in ocean and coastal management, fisheries, and research.



<https://seagrants.noaa.gov/>



# Benefit of a Sea Grant Knauss Fellow

- Pre-vetted capacity--all finalists have gone through a rigorous selection process
  - Selected based on combination of academic record, career goals, and recommendations/endorsements
  - Recent graduates with PhDs, Masters or JD
  - Studies/interests focused on coastal, marine, or aquatic related fields
- Add significant talent, knowledge, skill and enthusiasm
- Highly qualified early career professionals



# Host Expectations

- Provide an educational opportunity for a fellow
  - Encourage fellows to attend hearings, lectures, conferences, workshops, fellowship functions, and professional development trainings
- Involve fellows in substantive issues that contribute to the office's mission and fit in the fellow's educational and career goals



# Considerations for becoming a host

Host offices will be considered based on the following criteria:

- The quality of the fellowship opportunity
- The level of educational benefit for the fellow
- The host office's previous experience working with interns, fellows, or other mentoring/educational programs



# Host Requirements

- Participate in the placement process, which includes providing a detailed job description for the position, developing a 3 minute video highlighting the character of the office, giving a 8-minute presentation about the position to the finalists and providing ample time for interviews throughout the week.
- Sign the required ratification document, if matched with a fellow.
- After Placement Week, maintain contact with the fellow prior to their arrival, including arranging start date and location.





# Host Requirements

- Provide necessary equipment, including a desk, phone, computer, internet access, and file storage space. Provide general office information and paperwork prior to the fellow's arrival.
- Abide by both NOAA and your office's sexual assault and sexual harassment policy.
- Review office policies including: work hours, time for the fellow to work on outstanding graduate school commitments (if needed), vacation and sick leave (we recommend a baseline of 14 days/year), and attendance at fellowship functions, conferences, hearings, and meetings.
- Work with the fellow to create and sign off on a Professional Development Plan documenting goals and expectations for the fellowship year. Fellows are allocated funds to be used during the year for degree-related or professional development travel. The amount of funding available to the fellows varies among Sea Grant programs.





# Host Requirements

- Meet with the Knauss Manager at least once during the fellowship year to provide feedback on fellow performance.
- Complete a 6-month and end of year review with the fellow.
- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- Provide mentorship to the fellow.
- Provide feedback to the fellow for their end-of-year report evaluating progress in achieving their Professional Development Plan at the conclusion of the fellowship.



# Calendar

Host Schedule 2022	
<a href="#">Placement Week 101 Webinar</a>	Dec. 14 (12:30-2:00 PM EST)
Get to Know You Recording	Dec. 14-Jan. 5
Applications DUE	Jan. 5 (5:00 PM EST)
Interview Availability DUE	Jan. 7 (5:00 PM EST)
Placement Process	Jan. 11/12, 18-21, 2022
Submit Call Back Requests	Jan. 20 (6:30 PM EST)
Submit Ranking	Jan. 21 (12:30 PM EST)
Return Ratification (successful host)	Jan. 25

# Host Application

**DUE: January 5, 2021**

- Name of the primary mentor for the host office
- Primary point of contact for Placement Week
- Position Description that shows how office's work relates to ocean, coastal and Great Lakes resources and related national policy
- Host location, contact information, and anticipated interview platform
- Telework and office policies, as they relate to COVID-19 (we understand that these may change, but please provide to the best of your knowledge)
- Office Culture, such as specific efforts your office is making to create a safe and welcoming work environment

**TIP:** Finalists are VERY nervous about uncertainty. Provide clarity on what the position entails in the new digital work environment



## 2022 Knauss Legislative Host Application Form

To receive a copy of your submission, and for all correspondence related to the submission of this form, please enter an email address below:

[oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) [Switch account](#)



\* Required

Email \*

Your email



# Host “Get to Know You Videos”

RECORDING December 14-January 5

- 3-5 minute videos
- Meant to share the personality of host/mentor the fellow will work with
- Sign up to record video via GoToWebinar (allows for recording and ADA compliance); if you recorded a video last year, we can reuse it
- Using prompts to create some continuity between videos

## 2022 Legislative Host Get to Know you Video

Please let us know if you are interested in developing a “Get To Know You” video. We will reach out directly with you to schedule a between Dec. 14, 2021 and Jan. 5, 2022. The intention of these videos is to help provide the fellows a context of who you are in the place of happy hour events. In an effort to ease the burden on you as a host office, we will ask that you schedule a time with us to record the video via GoToMeeting. We know that this time frame is prior to the submission deadline for hosting a fellow, thus if you create a video and subsequently can no longer participate, we will remove your video.

Office (Committee or Personal Office)

Short answer text

### Host Prompts:

Everyone will be asked the following bullet:

- Tell us the highlights of your background (i.e. name, what office/program do you represent, where are you from, what was/is your major area of study).

Please choose TWO of the following bullets:

- In five sentences or less, tell us about a place you love/would visit and why?
- Tell us something about your personal Hero
- What is your “superpower” as in special or secret skill?
- Tell us a story that will help us remember you by - An “only in DC” experience you’ve had, your favorite place to go in the DC, MD, VA area
- What sort of professional groups do you participate in/personal interests do you have outside of work (volunteer, social, etc.)?
- What’s a fun tradition in your office or an annual event that you look forward to? (I’m thinking agency-wide like NOAA Fish Fry or maybe an annual meeting/conference for an office)
- What new hobby did you pick up in the last year?

# Placement Process Prep

(after form and video submission)

- Confirm pitch presentation time
- Interview Availability (**Due Jan. 7, 5:00 EST**)
  - 30-minute interview slots
  - Make appointments available between 9:00-6:00 EST with preference for the afternoon
  - Platform of YOUR CHOICE (please use video capable)
  - NSGO will provide each Host a completed schedule, the Host is then expected to schedule the virtual interviews
  - NOTE: We may contact you for more time slots/timing of interviews if there is a scheduling conflict



Day	Date	Activity	Platform
Tuesday	January 11 9:30-5:00 EST	Host Pitch	GoToWebinar Host: Sea Grant
Wednesday	January 12	Finalists schedule Interviews (no action by hosts)	
Thursday-Monday	January 13-17	Hosts send interview invitations to finalists based on the schedules provided	
Tuesday-Thursday	January 18-20 9:00-6:00 EST	Interviews -30 minute time slots	Platform of Choice Host: You
Thursday	January 20 4:00-6:00 EST	“Office Hours”	Platform of Choice Host: You
Thursday	January 20 By 6:00 EST	NSGO will provide hosts with a list of fellows who consider them in their top three hosts	
Thursday	January 20	Hosts provide UP TO three finalist they would like to “call back” (submit by 6:30 PM EST)	
Friday	January 21 Prior to 9:30 EST	Host schedule “call backs” based on agenda provided by NSGO	
Friday	January 21 9:30-12:00 EST	“Call Backs”	Platform of Choice Host: You
Friday	January 21 Prior to 12:30 EST	Hosts submit ranking form (submit by 12:30 EST)	
Monday	January 25	Ratification (successful hosts)-signed by both host and fellow	

# Placement Week Code of Conduct

- Neither the hosts nor the finalists will share who their top ranked is with the other
- Neither the hosts nor the finalist will ask the other who their top ranked is
- Neither the hosts nor the finalists will make promises that they cannot follow through with
- Hosts offices will not ask finalists to divulge their political affiliation
- There will be no contact between hosts and finalists other than during official placement week events and the scheduling of interviews
- The ranking sheets will only be viewed by the National Sea Grant Office Knauss Management Team. The sheets will not be shared with either the finalists or the hosts





# Position Pitch Presentation

Tuesday, January 11, 9:30-5:00 EST

- Sign in 5/10 minutes prior to assigned presentation slot
  - NSGO will host via GoToWebinar
  - 8-minute presentations about the position itself
  - Video is recommended
- 
- NSGO is available to pre-record these if you are unable to make it “in person”

TIP: Finalists what to know what they will be working on and who they will work with.



# Interviews

Tuesday-Thursday, January 18-20, 9:00-6:00 EST

- Important Dates:
  - **January 7 (5:00 EST):** Submit Interview Availability
  - **January 12** (early evening): NSGO will return interview schedule to you
- Please choose a platform of choice that is as universal as possible
- Offices are expected to invite finalists to the platform of choice based on the interview schedule provided by the NSGO prior to the start of interviews (Jan. 12)

## TIPS

- Consider tactical office participation
- Schedule yourself a break
- Plan on having video
- Provide a tech back up



# Interviews

Tuesday-Thursday, January 18-20, 9:00-6:00 EST

- Finalists will interview with a minimum of 18 offices
- Finalists will interview with at least five offices from each party (an independent office will be counted with the party with which they caucus)
- Finalists will interview with **all** (Minority and Majority) NOAA Sea Grant Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations)



# “Office Hours”

Thursday, January 20, 4:00-6:00 EST

- **GOAL:** Allow for finalists to revisit and ask questions of you as a host
- Create a meeting room (on the platform of your choice) that finalists can visit
- Participation is **OPTIONAL**, however, encouraged
  - Based on your availability, you will be assigned a one hour block of time
- Provide the link to your meeting room on the host registration form



# Finalist Top Three

Thursday, January 20, by 6:00 EST

- **GOAL:** Allow for finalists to express interest in their top three hosts
- By 6:00 EST (the end of office hours) the NSGO will provide each host with a list of the finalists that consider them in their top three
  - If you are not listed in a finalists top three list, it does not mean they are not interested nor that you will not get a fellow!



# “Call Backs”

Friday, Jan. 21, 9:30-12:00 EST

- **GOAL:** Allow the host office to meet with finalists a second time, however, it is NOT a second interview
- Optional
- BRIEF (up to 15 minute) chats
- How to Request: INFORMATION submitted **BY 6:30 PM EST on Jan. 20**
  - UP TO THREE Finalists
  - Submit “Call Back” Request form
  - Provide at least EIGHT fifteen minute slots for scheduling
- NSGO will provide your schedule by 9:00 AM EST on Friday JAN 21
- Schedule sessions with the finalists



# Host Ranking

Friday, January 21, DUE 12:30 EST

- Ranking sheets will be returned to the Program Manager ([oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)) no later than 12:30 pm EDT on Friday, January 21, 2022
- Host may only rank those finalists who interviewed with the office
- Hosts should put in rank order the finalists with whom the office would like to work
- Host offices are encouraged to rank all of the finalists that they are willing to host. The National Sea Grant office encourages potential hosts to rank no less than 75% of the finalists that they interview as it increases the chance of receiving a match to host a fellow





# Placement Process

## Guidelines

**Goal:** Facilitate a rich political balance across the Congress.

**Commitment:** Minimum of  $\frac{1}{3}$  of the cohort with each party.

Both parties need to provide a sufficient number of hosts opportunities and those hosts must fully participate in the placement process

NOTE: Full participation in the placement process is defined as respect all deadlines and the code of conduct, conducting interviews, and submitting a ranking form.



# Placement Process

## Guidelines (Committees of Jurisdiction)

- NOAA Sea Grant's Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations) will be ensured a fellow if:
  - the Committee of Jurisdiction submits a position description and fully participates in the placement process; and
  - the Committee ranks at least 12 of the 17 finalists interviewed.



# Placement Process

## Guidelines (Party Affiliation)

- Our intent is to place **at least 33%** of the fellowship class with any party that provides at least two more positions than  $\frac{1}{3}$  of the cohort size. Providing fewer available placements will result in fewer guaranteed placements for that party.
  - The count will be composed of personal and committee host offices. For example, two committee placement and four personal office placements could constitute the minimum for a party
  - An independent candidate will be counted with the party with which they caucus.
  - A party will not be guaranteed more the 33% of the cohort
- 2022:
  - 17 Legislative Finalists;  $\frac{1}{3}$  of the cohort is six individuals
  - Sea Grant intends to place at least six fellows per party **IF** a party is represented by a minimum of eight hosts that complete the placement process.

# Placement Process

- Submit Finalist Ranking form by **12:30 PM EST JANUARY 21, 2021**
- Matching Algorithm
  - Algorithm is for two-sided matching markets--considers both the preference of the host and the finalists
  - Does not guarantee everyone receives their top choice
  - Most known for the stable marriage problem
- Ratification Signature

TIP: The more finalists you rank, the more likely you are to get a fellow!



# Fellowship Calendar

Date	Activity
January	Host office responsible for acquiring proper technology for fellow
February 1, 2022	Fellowship begins
February 1-2, 2022	Fellowship Orientation
February 3, 2022	CRS Orientation
March 5, 2022	Professional Development Plans due to Program Manager
Summer 2022	Mid-Year Reviews between host mentor and fellow to discuss progress
January 31, 2023	Fellowship ends

# Important Deadlines

Host Schedule 2022	
<a href="#">Placement Week 101 Webinar</a>	Dec. 14 (12:30-2:00 PM EST)
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# Questions

## Contact

PHONE: 240-507-3712

EMAIL: [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)

WEBSITE: <https://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship/Host-Resources>

